

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENERGY RESOURCES

APPLICATION PACKAGE

PLUG IN HYBRID VEHICLE DEMONSTRATION PROGRAM

This program applies to new vehicles only; current model year and newer; vehicles must have 100 miles or fewer of use when delivered, and plug-in system (including battery) must be installed predelivery.

Application Deadline: Applications must be received by The Massachusetts Department of Energy Resources, 100 Cambridge Street, 10th Floor, Suite 1020, Boston, MA. 02114 not later than 4pm February 13, 2009. No electronic or faxed applications will be accepted.

**MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES
PLUG IN HYBRID VEHICLE DEMONSTRATION PROGRAM
APPLICATION**

Application Deadline: Applications must be received by The Massachusetts Department of Energy Resources, 100 Cambridge Street, 10th Floor, Suite 1020, Boston, MA. 02114 not later than 4pm February 13, 2009. No electronic applications will be accepted.

Company Name:	Web Address:
Street:	City:
ZIP:	Main phone #:
President /CEO:	Applicant Contact & phone#:

Program Outline

DOER will reimburse up to 50% for the total vehicle cost (with a maximum of \$20,000 per vehicle) for plug-in hybrid passenger vehicles. Vehicles must first be procured (and applicant must pay all costs up-front) for the vehicles. A total of \$400,000 is available for this program. Selected companies or organizations will be responsible for procuring the vehicles within a time limit set by DOER, registering the vehicles in the Commonwealth of Massachusetts, providing insurance, inspections, and supplying performance data as described in the application document. A maximum of ten vehicles may be assigned to one company, unless there is a lack of qualified applicants. Program length is three years from vehicle delivery date. All vehicle procurement transactions shall be between the vehicle supplier and program participant.

Payment of Grant Funds

Payment will be made as a reimbursement after the vehicle(s) are received by the Grantee. Grantee must submit an invoice on company letterhead showing the total amount being requested and showing each vehicle as a line item. Grantee must include a copy of the vehicle registration, factory invoice (including plug-in hybrid equipment) and any extended warranty information. Documentation must show cost of each item being billed. Grantee should receive payment in approximately 45 days from the date DOER receives the invoice.

SELECTION CRITERIA

The selection is based on Mandatory and Desirable criteria. Mandatory criteria requires a “YES” answer in order to qualify for selection; a “NO” answer will automatically disqualify an applicant. The Desirable section will award extra points in the overall ranking of the applications.

Awards will be made based on complete applications meeting the mandatory criteria, with the ranking of highest to lowest “Desirable Points” score received. Any tie scores in the selection process will be decided on first come first service basis, based on the time and date of receipt of the application. Applicant must complete all tables, charts and descriptions to be considered having a complete application.

DOER reserves the right to make awards outside these parameters based on geographic considerations. In the event a sufficient quantity of qualified applications are not received to exhaust funds, the DOER may re-issue this PON at a later time.

Instructions for Completing Application

Project Narrative (to be completed by applicant)

1. Describe how the vehicle will be assigned and used.
2. Provide a project narrative which provides details for each of the items (1-14) listed under Chart B Desirable Selection Criteria (limit to one paragraph each). Be sure to discuss the number of vehicles you propose to obtain, the cost of each and the percentage you propose to contribute. (Chart C, vehicle detail sheet). This portion of the narrative must detail the procurement process followed. Copies of documents obtained from dealer showing costs must be included with your submittal. Include any non-subsidized cars you plan to purchase on **Chart C**.

3. Complete **Chart D**, Mileage chart, and show methodology used to calculate daily vehicle miles traveled for both total miles and battery miles. Also explain if vehicles are to be used by employees; for example, commuting from their homes, or garaged at the applicant's facility for day-to-day business use, and/or both.
4. If applicable (for Desirable Points), describe parking plan for vehicles. If dedicated parking spaces are to be used, and provide schematic showing locations. If power supply is to be provided, show locations accompanied by an affidavit from the local electrical inspector stating the proposed locations are acceptable.
5. If applicable (for Desirable Points) certify driver's participation in a company or state-sanctioned carpooling program. Describe program.

Chart A

Mandatory Selection Criteria

A "NO" answer will automatically disqualify the applicant

CRITERION	YES	NO
Plug-In hybrid vehicles awarded under this program will travel 10,000 miles or more annually.		
The applicant will provide 50% of the total vehicle acquisition cost for each vehicle requested.		
Plug-In hybrid vehicle(s) will be registered in Massachusetts.		
Applicant will share all program related cost and operational information with DOER as requested.		
Applicant will manage all aspects of the program.*		
Applicant and DOER will mutually agree on program design.		
Vehicle(s) will be assigned to a driver(s) and used in a regular commute or work activity.		
Applicant must be a Massachusetts-based company or organization.		

* **This includes:** procuring the vehicles within a time limit set by DOER, registering the vehicles in the Commonwealth of Massachusetts, providing insurance, inspections, supplying performance data, ensure that vehicles are fully utilized.

Chart B
Desirable Selection Criteria
Extra Points for yes answer only

CRITERION	YES	NO	EXTRA POINTS	TOTAL
1) Additional funds committed by Grantee*			8 per/vehicle	
2) Applicant will install charging station and dedicated parking for each vehicle at place of business Total points from TABLE 4			10 per/vehicle	
3) Alternative fuel passenger vehicles currently in the fleet			5 if answer is yes	
4) Centralized fleet management/maintenance program for vehicle related matters			10	
5) Member of NAFA for six months or more			10	
6) Member of the Massachusetts Clean Cities Coalition for six months or more			10	
7) Commuter car or van pool program in place			10	
8) Additional plug-in vehicles requested exceeding first vehicle (from Chart C)			5 per/vehicle	
9) If vehicle is an OEM plug-in Hybrid			20 per/vehicle	
10) Mileage point from TABLE 1 maximum 50 points			50 max.	
11) Points from anticipated delivery date TABLE 2 maximum 15 points per/vehicle			15 per/vehicle max.	

*** 2 points awarded for each additional \$10,000 applicant contributes above its \$20,000 contribution per vehicle. Applicable to vehicles with total cost up to \$80,000.**

Chart C
Vehicle detail sheet

	MAKE	YR*	MODEL	**Total Cost	LEASE or PURCHASE (specify one)	APPLICANT FUNDS	DOER FUNDS REQUESTED
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

*Vehicle must be a 2008 or newer model year.

** Total capitalized cost includes, vehicle cost, sales tax, plug-in battery system, registration and delivery fees.

Attach copies of dealer quotes for each vehicle requested.

Chart D
Battery power miles traveled daily
Based on an estimated range of 40 miles per charge

Vehicles	A Total miles per day round trip commute	B Recharge available at work site Yes or no	C Total estimated daily miles traveled on battery power	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total		N/A		
Total average daily miles traveled on battery power	N/A	NA	**	

**Total column C and divide by number of vehicles. (use this number for Table 1)

TABLE 1

Points for overall average battery miles traveled (from Chart D)

Daily battery miles traveled	Points	X the bracket selected (select only one box)
40- 45	10	
46-50	20	
51-60	30	
61-70	40	
71-80	50	

TABLE 2

Anticipated Delivery Date

Anticipated Delivery Date	Points per/vehicle	X the bracket selected
March 2009 – May 2009	15	
June 2009 – Aug 2009	10	
Sept 2009 – Oct 2009	5	

TABLE 3

**Install charging station and dedicated
parking for each vehicle at place of business**

Vehicle	Location street address	City/town	10 Points per vehicle
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
TOTAL			

APPLICANT CERTIFICATION

To be completed and signed by Applicant's Chief Executive Officer.

By my signature I certify that I (name; _____ Title: _____, have the authority to seek funding under this program on behalf of _____. I furthermore certify that I have the authority to commit _____ to provide the funds necessary to purchase the vehicles as set forth in Chart C: Vehicle Cost Detail Sheet. I attest that all of the information in this application is accurate to the best of my knowledge. _____

Applicant (Print)

SIGNATURE

TITLE

DATE

Applications must be received by The Massachusetts Department of Energy Resources, 100 Cambridge Street, 10th Floor, Suite 1020, Boston, MA. 02114 not later than 4pm February 13, 2009. No electronic or faxed applications will be accepted. U.S. mail, Express Mail, or hand delivery is accepted.

Address Application to:

Plug-In Hybrid Program
c/o Mr. David Rand
Massachusetts Department of Energy Resources
100 Cambridge Street
Boston, MA. 02114
david.rand@state.ma.us